

# Arizona Hardcopy Case Files Documents

The following documents (hard copy) are required in the individual's case file:

- WIA, Application (Youth, Adult/Dislocated Worker Core Services, and/or Adult/Dislocated Worker Intensive and Training Services, if applicable), signed and dated by the applicant and eligibility staff.
- All documents required by VOS to document applicable eligibility items, including, but not limited to:
  - Citizenship
  - Date of Birth
  - Dislocated Worker/Reason for Layoff
  - Displaced Homemaker
  - Family Income
  - Family Size
  - Pell Grants
  - Receipt of Public Assistance (TANF, Supplemental Security Income (SSI), Refugee Cash Assistance, General Assistance, Food Stamps, Foster Care Payments)
  - Right to Work
  - Social Security Number
  - Substance Abuse
  - Substantial Disability
  - Underachiever
  - Youth Barriers (Basic Skills Deficient; School dropout; Homeless, runaway, or foster care; Pregnant or parenting; Offender; or Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.)
- Grievance/Participant Rights Forms signed and dated by the applicant and staff
- Receipt of Information Forms signed and dated by the applicant and staff
- Release of Information Forms signed and dated by the applicant
- IEP signed and dated by the applicant and staff
- Proof of Employment (Employment Verification Forms, Letters from Employers, Check Stubs, etc.)
- Proof of Credential and Date Attained (Copy of Credential, Letter from School, etc.)
- Proof of Older Youth Status at Exit/Follow up (Advanced Training or Post-Secondary Ed.)
- Younger Youth Status at Exit/Follow up (for attained H.S. Diploma or GED)
- Younger Youth Placement Information at Exit/Follow up (Selections 1-5)
- Other Exit Reason (Institutionalized, Health/Medical, Deceased, Reservist called to Active Duty)
- GAP (Waiting for Planned Activities or Health/Medical)
- Time and Attendance Records (may be in Central File, not individual's file)
- Receipts, invoices, etc. (may be in Central File, not individual's file)
- Any other documents requiring the applicant/participant signature or required by VOS
- Any other documents required by the LWIA or State Grant procedures or work statement Individual Training Account

**Please note that the individual's Official Case File is the electronic VOS file. Therefore, any items (see list of acceptable documentation) that may be documented on the Case Notes in VOS need not be maintained in the hard copy file. VOS documents that require an applicant signature (WIA Applications and IEP) must be maintained in the hard copy file. Other VOS documents are not required in the hard copy file.**